

# Retention and Classification Report

**Agency:** Orem (Utah). City Manager (3027)

56 N. State Street  
Orem, UT 84057

**Records Officer** Tara Calancea

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**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23002

3

**TITLE:** Beautification Advisory Commission meeting minutes

**DATES:** 1987-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain permanently in agency.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23002

**TITLE:** Beautification Advisory Commission meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23007

3

**TITLE:** Board of Adjustment meeting minutes

**DATES:** 1956-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board. Information includes names and addresses of interested citizens, names of board members and staff, and decisions made.

**RETENTION:**

Retain permanently in agency custody.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23007

**TITLE:** Board of Adjustment meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23158

3

**TITLE:** Board of Adjustment meeting tape recordings

**DATES:** ca. 1980-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are audio recordings of Board of Adjustment meetings which are documented in records series 23007, Board of Adjustment meeting minutes. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 45.

**AUTHORIZED:** 12/11/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23158

**TITLE:** Board of Adjustment meeting tape recordings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23060

3

**TITLE:** Board of Adjustment resolutions

**DATES:** 1990-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are formal statements and decisions or expressions of opinion put before or adopted by the Board of Adjustment. The Board of Adjustment consists of five members and its duties are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1)(2000)). The Board of Adjustment makes most of its decisions by resolution instead of by motion because they prefer the paper trail the resolutions generate. Information includes resolution date, resolution number, name of individual or entity making the appeal, appropriate zoning ordinance citation, details of the issue addressed and the Board decision.

**RETENTION:**

Retain in agency custody permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.



**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23060

**TITLE:** Board of Adjustment resolutions

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23006

3

**TITLE:** City Council resolutions

**DATES:** 1966-

**ARRANGEMENT:** Numerical by resolution number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

**RETENTION:**

Retain permanently in agency custody.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

**AUTHORIZED:** 08/01/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23006

**TITLE:** City Council resolutions

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23001 3  
**TITLE:** Community Development Block Grant Citizens Advisory Committee meeting minutes

**DATES:** 1987-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain permanently by agency.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23001

**TITLE:** Community Development Block Grant Citizens Advisory Committee meeting minutes

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23161

3

**TITLE:** Council meeting tape recordings

**DATES:** ca. 1970-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are audio recordings of City Council meetings which are documented in records series 23006, City Council resolutions. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 45.

**AUTHORIZED:** 12/11/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23161

**TITLE:** Council meeting tape recordings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22997

3

**TITLE:** Historic Preservation Advisory Commission meeting minutes

**DATES:** 1991-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These minutes document the meetings of the Historical Preservation Advisory Commission, which works in an advisory capacity to the City Council in matters relating to history in Orem City. As per Article 2-21 of the City Code, their responsibilities include surveying and inventorying of community historic resources, reviewing proposed nominations to the National Register of Historic Places, review and comment to the State Historic Preservation Officer on all historic National Registry nominations in Orem, and inventorying historic and archeological sites within the community. They also work with grant money provided semi-annually by the State Division of History. The Commission consists of seven members appointed by the Mayor, one of whom is a City Council member. Information includes date time and place of the meeting, names of those in attendance and names of citizens speaking to the Commission.

**RETENTION:**

Retain in agency permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.



**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22997

**TITLE:** Historic Preservation Advisory Commission meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22982

3

**TITLE:** Human Relations Advisory Commission meeting minutes

**DATES:** 1992-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Minutes of regular, special, and emergency meetings of official municipal committee, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain in agency custody permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Agency Record Center permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22982

**TITLE:** Human Relations Advisory Commission meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the historical value of these minutes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22983

3

**TITLE:** Library Advisory Commission meeting minutes

**DATES:** 1965-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain in agency custody permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22983

**TITLE:** Library Advisory Commission meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the historical value of these minutes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22984

3

**TITLE:** Mayoral Advisory Commission meeting minutes

**DATES:** 1998-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Minutes of regular, special and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and the place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7 (2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain in agency custody permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22984

**TITLE:** Mayoral Advisory Commission meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23005

3

**TITLE:** Municipal Building Authority meeting minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain permanently in agency custody.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.



**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23005

**TITLE:** Municipal Building Authority meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23159

3

**TITLE:** Municipal Building Authority meeting tape recordings

**DATES:** 1990-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the audio recordings of Municipal Building Authority meetings which are documented in records series 23005, Municipal Building Authority meeting minutes. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 45.

**AUTHORIZED:** 12/11/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23159

**TITLE:** Municipal Building Authority meeting tape recordings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23043

3

**TITLE:** Municipal Building Authority resolutions

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are decisions in the form of resolutions passed by the Municipal Building Authority (MBA) of Orem City. The MBA receives its authority from UCA 17A-3-903 (2000), which states, "The governing body of a public body may organize a non-profit corporation as the building authority for the public body under this part,...solely for the purpose of accomplishing the public purposes for which the public body exists by acquiring, improving, or extending one or more projects and financing their costs on behalf of the public body." The MBA consists of city council members functioning in another capacity. Information includes date each resolution was passed, resolution text and chronological number assigned to each resolution.

**RETENTION:**

Retain in office permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23043

**TITLE:** Municipal Building Authority resolutions

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23291

3

**TITLE:** Notary services journal

**DATES:** 1998-

**ARRANGEMENT:** Numerical by entry number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a journal of notary services performed by the administrative secretary to public works. The records are maintained to document each use of notary services so the notary can prove that proper procedures were adhered to should there be a question regarding a notary transaction at some point in the future. Information includes signature of person requesting notary services, date and time notary service was performed, fee charged, type of document being notarized, type of notary act, signer's address, manner in which signer was identified and comments.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 76.

**AUTHORIZED:** 09/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23291

**TITLE:** Notary services journal

(continued)

**APPRAISAL:**

Administrative

This disposition is based on This disposition is based on the need of the notary public to provide proof of the correctness of any questioned transaction.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (1)(f)(g)(h)(2008).

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23157

3

**TITLE:** Planning Commission meeting recordings

**DATES:** ca. 1978-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are audio recordings of Planning Commission meetings which are documented in records series 23014, Planning Commission resolutions. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 45.

**AUTHORIZED:** 12/11/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

**APPRAISAL:**

Administrative



**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23157

**TITLE:** Planning Commission meeting recordings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23014

3

**TITLE:** Planning Commission resolutions

**DATES:** 1990-

**ARRANGEMENT:** Chronological, thereunder by ordinance number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This records series consists of formal statements of resolutions, decisions or expressions of opinion put before or adopted by the Planning Commission. Included are approval of some items and recommendations for others which will be forwarded to the City Council for information purposes and final decision. Among the issues addressed are zoning ordinances and amendments to the zoning ordinances, and how the provisions of the zoning ordinances are administered.

**RETENTION:**

Retain permanently in office.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23014

**TITLE:** Planning Commission resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 27566

3

**TITLE:** Plans, reports, and studies

**DATES:** 2010-

**ARRANGEMENT:** Chronological by year of issue

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are feasibility studies, master plans for streets, bike trails, etc, and other various reports compiled by staff regarding city projects. They include reports, maps, correspondence, etc.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 11.

**AUTHORIZED:** 05/07/2012

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 27566

**TITLE:** Plans, reports, and studies

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22985

3

**TITLE:** Recreation Advisory Commission meeting minutes

**DATES:** 1993-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces, UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain in agency custody permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22985

**TITLE:** Recreation Advisory Commission meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22986

3

**TITLE:** Recycling Advisory Commission meeting minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain in agency custody permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.



**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22986

**TITLE:** Recycling Advisory Commission meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23004

3

**TITLE:** Redevelopment Agency meeting minutes

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain in permanently in agency custody.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23004

**TITLE:** Redevelopment Agency meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23160

3

**TITLE:** Redevelopment Agency meeting tape recordings

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are audio recordings of Redevelopment Agency meetings which are documented in records series 23014, Planning Commission resolutions. The recordings are used in preparing meeting minutes and as a means of verifying details of the proceedings leading up to the resolutions.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 45.

**AUTHORIZED:** 10/13/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 3 years after approval of official minutes and then erase.

**APPRAISAL:**

Administrative

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23160

**TITLE:** Redevelopment Agency meeting tape recordings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23034

3

**TITLE:** Redevelopment Agency resolutions

**DATES:** 1984-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are formal statements of decisions or expressions of opinion put before or adopted by the Redevelopment Agency (RDA). The RDA has architectural design approval over projects in city redevelopment areas, and appoints members of the Commission for Economic Development in Orem (CEDO) which reviews applications for redevelopment and provides recommendations to the RDA. The RDA consists of city council members functioning in another capacity. Information includes date each resolution was passed, resolution text, and chronological number assigned to each resolution.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

**AUTHORIZED:** 12/08/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23034

**TITLE:** Redevelopment Agency resolutions

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23869

3

**TITLE:** Requests for proposals

**DATES:** 2001-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by vendor name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are proposals submitted by private vendors in response to bid requests by the municipality. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and telephone number of the company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

**RETENTION:**

Retain in office 2 years after decision.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 9.

**AUTHORIZED:** 08/17/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after decision and then destroy.

**APPRAISAL:**

Administrative



**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23869

**TITLE:** Requests for proposals

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23047

3

**TITLE:** Short term agreements

**DATES:** 1928-

**ARRANGEMENT:** Alphabetical by surname or business name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This records series consists of contractual agreements made by Orem City dealing with maintenance, purchasing and services provided by outside vendors. In most cases the contract is prepared in duplicate by the City. One is maintained by the City and the other is given to the other party to the contract. Examples of short term agreements are equipment maintenance and repair contracts, service agreements for copiers and carpet installation contracts. Information includes date of contract, names of contracting parties, date contract terms are to be met and contract stipulations.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 23047

**TITLE:** Short term agreements

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22987

3

**TITLE:** Youth City Council Advisory Commission meeting minutes

**DATES:** 1982-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces, UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept of all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include; "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

**RETENTION:**

Retain in agency permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center permanently.

**AGENCY:** Orem (Utah). City Manager

**SERIES:** 22987

**TITLE:** Youth City Council Advisory Commission meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public